

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** SUPERVISOR ROADS & BRIDGES

**Date:** 9/9/04

**Position Level:** 9

**FLSA Status:** Exempt

**Class Code:** 9-32

### GENERAL DESCRIPTION

Responsible for the maintenance of county roads & bridges in the designated area of the keys. Plan, schedule and supervise employees on work orders to be completed.

### KEY RESPONSIBILITIES

1. \*Prepares work order and reports in computer system.
2. \*Schedules work orders and oversees projects to be completed by road department crews.
3. \*Plans maintenance on vehicles and equipment and makes recommendations on various equipment that is needed for operation of Road Department.
4. Troubleshoots problems encountered by the public.
5. \*Works with Road Department Liaison on scheduling upcoming projects.
6. Holds regular staff meetings with employees.
7. \*Works with various County departments, utility companies and contractors in the completion of jobs.
8. Answers phones and completes paperwork.
9. Evaluates employee performance. Interviews and recommends employee hiring.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> SUPV, ROADS & BRIDGES	<b>Class Code:</b> 9-32	<b>Position Level:</b> 9
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Bachelor's Degree required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours, pending disaster.
<i>Other:</i>	Requires possession of Class A Commercial Drivers License. THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_